

## Declaration of Household Income School Year 2008-09

This form is exclusively for use by Utah charter schools which do **NOT** offer a federally supported school meals program.  
Acceptable completion of this form does **NOT** confer any meal benefits on the student.

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**Student's Last Name**

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**Student's First Name**

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**Charter School**

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**Student's School District of Residence**

If the total annual income before deductions of all persons in the student's household does not exceed the amount given in the table below for a household of that size, the student qualifies as "economically disadvantaged" (based on the Income Eligibility Guidelines for reduced price meals published by the USDA on page 19187 of the *Federal Register* on April 9, 2008):

Household Size	Annual Income (\$)
1.....	19,240
2.....	25,900
3.....	32,560
4.....	39,220
5.....	45,880
6.....	52,540
7.....	59,200
8.....	65,860

For each additional family member, add 6,660

*I certify that my child qualifies as economically disadvantaged according to the table above. I understand that this information will be submitted by the school to the Utah State Office of Education and may be used to determine how certain state and federal funds are allocated and how well the school performs academically; that school officials may need to verify my claim in case of an audit; and that deliberate misrepresentation of my household size or income may subject me to prosecution under applicable state and federal laws.*

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**Signature of a parent or legal guardian of the student named above**

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**Date**

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**Printed name of the person who signed this form**

# Instructions to Charter Schools on the Use of the “Declaration of Household Income” Form (updated April 18, 2008)

1) At the time of enrollment and thereafter during each annual registration period, clearly and explicitly notify each student’s family in writing:

[a] of how data from this form will be submitted to the USOE in summary and detail formats; and

[b] may be used:

[i] to generate funds for the school from state and federal government programs which require data on “economically disadvantaged,” “low income” or “poverty” students; and

[ii] to hold the school accountable for the academic performance of its economically disadvantaged subgroup of students; and

[c] that they have the right **NOT** to submit the form.

Please retain a copy of the notice to document that families which have submitted completed forms have done so with informed consent.

2) For each student who submits an appropriately completed form, indicate the student’s “economically disadvantaged status” in the student’s record in your school’s electronic student information system (SIS).

3) Securely store the signed original hard copy in case of an audit. Do **NOT** submit the original or a copy to the USOE.

4) For each student who was enrolled in the school and identified as “economically disadvantaged” at any time during the school year, indicate the status of the student by placing a “Y” code in the **Economic(ally) Disadv(antaged)** field in the **Student (S1) Record** of in each upload of the **Data Clearinghouse** file (October 15, December 15 and July 15). Economically disadvantaged counts by district of residence from the October (i.e., Fall Enrollment) Clearinghouse upload will be used by the USOE to allocate NCLB funds.

***Failure to comply with the data reporting specifications in (4)  
may result in the school NOT receiving certain funds  
to which it would otherwise be entitled.***